

# OVERVIEW: Board Member Training

DHCD will be exploring the idea of providing board member trainings on two different platforms.

1. **ELearning**, DHCD is looking to provide ELearning modules on each of the topics required in the legislation. Once those modules are up and running, DHCD will explore expanding the modules to include other important subject matters.
2. **Regional trainings**, DHCD is currently exploring piloting three in person regional board member trainings in addition to Elearnings.

## ELearning

### **WHAT/WHY: DHCD provide mandatory trainings to LHA Board Members**

- Provide trainings to LHA Board Members on the proper management of a housing authority in order increase members knowledge of responsibilities and ultimately better the management of LHAs and the experience for tenants.

### **HOW: DHCD establish, in consultation with stakeholders, ELearning modules.**

- Develop new Elearning modules and utilize existing Elearnings, where they have already been developed by other state agencies, on the following topics:
  - the open meeting law established pursuant to sections 18 to 25, inclusive, of chapter 30A;
  - the public records law established pursuant to chapter 66;
  - the conflict of interest law established pursuant to chapter 268A;
  - the uniform procurement act established pursuant to chapter 30B;
  - state finance provisions established pursuant to chapter 29;
  - fraud prevention;
  - fiduciary responsibilities;
  - fair housing laws;
  - tenant occupancy and tenant participation policies;
  - the laws prohibiting discrimination in publicly assisted housing established pursuant to clauses 6 to 7B, inclusive, of section 4 of chapter 151B; and
  - best practices relating to the general inspection, maintenance and repair of existing units and capital improvements in public housing.

### **WHO FOR: Mandatory for all LHA Board Members**

- Upon appointment and reappointment or election and reelection, within 90 days of assuming the member's position.
- Members shall complete a training program every 2 years.

**WHO DELIVERS: Elearning Modules offered on an online accessible system (potentially the stat's PACE platform) administered by DHCD.**

# Scenario #1 Milestones: Board Member Training ELearning

scenario #2, phase in ELearning modules as they are developed vs. launching them all at once. A decision will be made by mid-October as to which approach we will be pursuing.

Oct 14

- Confirm use of PACE (state's ELearning platform).
- Meet with state agencies and other entities to inventory ELearning modules already developed where applicable, for example the uniform procurement act established pursuant to chapter 30B .

Nov 14

- Meet with state agencies to understand finances of utilizing PACE and reporting capabilities of online system
- Review and begin to revise and adapt (where needed) already developed ELearning modules provided on PACE to LHA board member training.
- Work with stakeholders to develop outline for new training topics.

Dec 14

- Collect email addresses (where available) of all board members.
- Work with LHAs to develop a plan to make ELearning accessible to all members.
- work on text of trainings.

Jan 15

- Continue to work on text of trainings.

Feb 15

- Continue to work on text of trainings.

Apr 15

- Begin the process of putting trainings in PACE, may include video and audio taping.
- Draft guidance to go out to all board members.

May 15

- Finalize trainings and Issue guidance to Board Members requiring them to complete all Elearnings within 90 days